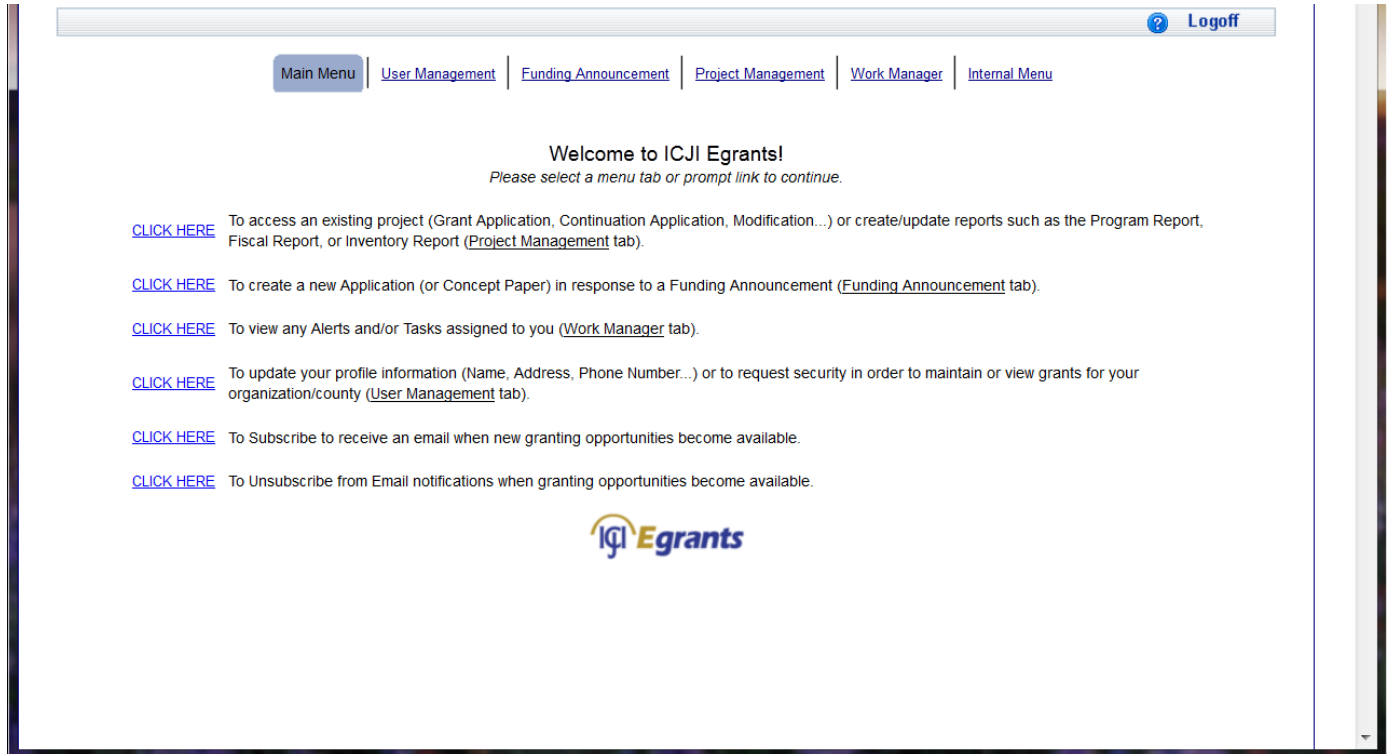


# Fiscal Reports

## Egrants



- After logging in, you will come to this screen.
  - Click on the top “click here” to enter your grant ID number and hit search
    - Scroll down a little and select your Grant ID number in blue (below is what you will see)

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

Remaining time: 29:57

[Search](#) [Program Monitoring](#)

### PROJECT MANAGEMENT SEARCH

**Search Criteria:**

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

**Quick Searches**

[Applications In Process \(5\)](#)

[Awarded Projects - Active \(6\)](#)

Grant ID	Applicant Agency	Title	Receipt Date
<a href="#">1183</a>	MSD of North Posey County	MSD of North Posey SRO Program	05/18/2012

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- Select the monitoring tab at the top

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

[Project](#) [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

**Grant ID:** 1183

**Status:** Open - Awarded

**Project Title:** MSD of North Posey SRO Program

**Fund Announcement:** [2012-2013 Safe Haven](#)

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### PROJECT SUMMARY

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).  
[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).  
[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).  
[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

**Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).**

Phase	Documents	Start - End Dates	Status
1183 :	<a href="#">Create Project Modification Request (PMR)</a>		
	<a href="#">Modifications 1</a>	8/13/2012 - 5/31/2013	Open - Received
	<a href="#">Application</a>	8/13/2012 - 5/26/2013	Open - Awarded ★ P

[View Issues/Comments](#)

- You will select the report you would like to create. We will only be using fiscal and program reports for the Safe Haven grants. All grantees will need to complete the program report and fiscal report.

[Create Program Report](#)
[Create Fiscal Report](#)
[Create Inventory Report](#)

**MAIN SUMMARY**

**Filter Criteria**  
Phase:   
Approval Status:

To access a fiscal or program report, click on the period ending date to open the report.

**Cumulative Fiscal Reports**

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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**Program Reports**

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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**Inventory Reports**

Phase	Status	Last Update Date	Approval Status	Entered By
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**Program Monitoring Reports**

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance
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[Create Program Report](#)
[Create Fiscal Report](#)
[Create Inventory Report](#)

- Fiscal Report-if you are submitting a report for reimbursement monthly, you will need to select interim report and change the calendar date to the end of your requesting period.

**SUBGRANTEE CUMULATIVE FISCAL REPORT**

This report submitted for the calendar quarter ending: 9/30/2012

Report Period Ending Date: 9/30/2012

Report Type: ☒ Quarterly ☐ Interim ☐ Final

Submitted Date: \_\_\_\_\_  
Return Date: \_\_\_\_\_  
Resubmitted Date: \_\_\_\_\_

Report Status: Draft  
Approval Status: Pending  
Status Updated By: \_\_\_\_\_

Approval Status: Pending  
Status Updated By:

Return Date:  
Resubmitted Date:

System will time out at: 02:38:09 PM.  
Remaining time: 29:58

Financial Information	Budget	Expenses Paid This Period 8/13/2012-9/30/2012	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	8,000.00	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	8,000.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	16,000.00	0.00	0.00	0.00	0.00	0.00

Budget Categories	Budget	Expenses Paid This Period 8/13/2012-9/30/2012	Total Cumulative Expenses	Outstanding Subgrantee Obligations		% Over Budget
Personnel	8,000.00	0.00	0.00	0.00		0.00
Employee Benefits	0.00	0.00	0.00	0.00		0.00
Travel (Including Training)	0.00	0.00	0.00	0.00		0.00
Equipment	0.00	0.00	0.00	0.00		0.00
Supplies & Operating Expenses	8,000.00	0.00	0.00	0.00		0.00
Consultants	0.00	0.00	0.00	0.00		0.00
Construction	0.00	0.00	0.00	0.00		0.00
Other	0.00	0.00	0.00	0.00		0.00
CF - Purchase of Specific Information	0.00	0.00	0.00	0.00		0.00
CF - Purchase of Services	0.00	0.00	0.00	0.00		0.00
CF - Purchase of Evidence	0.00	0.00	0.00	0.00		0.00
Total Σ	16,000.00	0.00	0.00	0.00		0.00

Project Income:

Seized \$ 0.00

Forfeited \$ 0.00

Remarks:

Add Attachment

Actions	Attachment Name	Description	Budget Category(s)	Date
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View Report Save as Draft Save and Continue Editing Submit Delete Revert

For the quarterly reports required by the Egrants system, it is fine to just hit submit with all zeroes in the columns.

- You will enter the amount of Safe Haven funds your are requesting in the State portion on the top
- If you are reporting match, you will report that in the match section that you indicated in your budget section of the application.
  - In the budget categories section you will need to put how much you are requesting from each category. If you are reporting match, you will need to include these amounts in the totals for the categories as well so your amounts match on the top with the bottom.
  - DO NOT USE THE OUTSTANDING SUBGRANTEE OBLIGATIONS COLUMN**
- Make sure you click “add attachment” to include your supporting documentation. I will return the report if this information is not included.
- Once the documents are added click the submit button.

### Fiscal Report Submission Confirmation

I certify that, to the best of my knowledge and belief, this report is accurate and complete and that all expenditures and outstanding subgrantee obligations are for the purposes set forth in the application as approved by ICJI; and I further certify that I am aware of the requirements set forth in the OJP Financial Guide (for federal funds) and ICJI's Applicant's Manual and that all expenditures were made in compliance with these guidelines.

Agree

Back

Please send technical comments and problems to [ICJI EGRANTS Support \(QA\)](#).  
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- This screen will appear. This serves as your signature as you are agreeing the information you have entered is complete and in compliance with the guidelines.
  - This will take you back to the Main Summary page of reporting and you will be able to see the approval status. Once the approval status is approved, an invoice is submitted to our fiscal department for reimbursement. Please remember that invoices are paid 35 days in arrears and I will process the invoice on the date that I receive the approved reimbursement request.